

Instructions for completing the Uniform Hazardous Waste Manifest (UHWB)

NOTE: Items A through K on the form are not required by federal regulations. In addition, items D, F, H, and I must be filled in per WAC 173-303-180.

- a. Block 1: Enter the generator's EPA/state identification number and a manifest document number assigned by Transportation and Packaging.

NOTE: At the Hanford Site, the EPA/State identification number is **WA 789 000 8967**.

- b. Block 2: Enter total number of pages used to complete the manifest (main page plus each approved continuation sheet). If using supplemental data to complete required information on a manifest, include each page in the total number of pages as an attachment.
- c. Block 3: Enter the name and address of the generator (U.S. Department of Energy, Richland Operations Office). Enter the address (PO Box 500, Richland, WA 99352).
- d. Block 4: Enter the phone number of the FH project organization or service provider contacts.
- e. Block 5: Identify the initial transporter by company name.
- f. Block 6: Enter transporter EPA/state identification number.

NOTE: WA 789 000 8967 if a Flour Hanford driver and government truck are used.

- g. Block 7: Enter second transporter by company name, if applicable.
- h. Block 8: Enter second transporter EPA/state identification number if applicable.
- i. Block 9: Identify the company and Site address of the facility designated to receive the waste.

NOTE: The Site delivery location address should be used, not the company mailing address.

- j. Block 10: Enter the EPA/state identification number for the designated receiving facility.
- k. Block 11: Enter the DOT basic description, which includes the proper shipping name, hazard class and/or division, identification number (United Nations [UN] or North American [NA] as applicable) and packing group (if applicable), in this order, for each waste as identified in 49 CFR 172 "Subpart C—Shipping Papers."
 - 1. If a hazardous substance, exceeding the reportable quantity, place RQ in the HM box and also identify the constituents making the material a hazardous substance. If the constituent causing it to exceed the reportable quantity is not specifically identified in the proper shipping name, it must be entered in parentheses in association with the proper shipping name.
 - 2. If toxic by inhalation, place words "Poison-Inhalation Hazard" and applicable hazard zone in box in association with the basic description.

- l. Block 12: Enter the number and type of containers for each waste, using appropriate abbreviations from the listing below.

TYPE OF CONTAINERS

- DM = Metal drums, barrels, kegs
- DW = Wooden drums, barrels, kegs
- DF = Fiberboard or plastic drums, barrels, kegs
- TP = Tanks, portable
- TT = Cargo tanks (tank trucks)
- TC = Tank cars
- DT = Dump trucks
- CY = Cylinders
- CM = Metal boxes, cartons, cases
- CF = Fiber or plastic boxes, cartons, cases
- CW = Wooden boxes, cartons, cases
- BA = Burlap, cloth, paper or plastic bags

- m. Block 13: Enter the total quantity of waste described on each line.
- n. Block 14: Enter the appropriate abbreviation from the listing below to indicate the unit of measure.

UNITS OF MEASURE

gal = Gallons (liquid only)	L = Liters (liquids only)
lb = Pounds	Kg = Kilograms
ton = Tons (2,000 lb)	M = Metric tons (1,000 kg)
yd ³ = Cubic yard	M ³ = Cubic meters

NOTE: Block 15 or Block J: The FH project organization or service provider contacts may use this space to indicate special transportation, treatment, storage, or disposal information, etc. Emergency response information such as ERG and a 24-hour phone number 509-373-3800 (onsite) or 888-766-0771 (offsite) is required and may be placed in this block.

- o. Block 16: Read, sign (by hand), and date the certification statement.
- p. Block 17: Have transporter print name, sign and date.
- q. Block 18: Have second transporter print name, sign and date as applicable.
- r. Retain generator copy of the UHWM and manage according to HNF-PRO-156 or HNF-PRO-157, Section 7.0, "Records Identification" as applicable.

NOTE: When receiving facility requirements dictate the type of shipping paper to be used, consult with the receiving facility when preparing the shipping papers.